

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 8:</b> Out-of-Home Services	<b>Effective Date:</b> 6/1/08
	<b>Section 9:</b> Placing a Child in Out-of-Home Care	<b>Version:</b> 1

<b>POLICY:</b>	<b>OLD POLICY:</b>
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The Indiana Department of Child Services (DCS) will provide the resource family with as much information about the child and his/her case as legally possible, including, but not limited to, the reason for removal, health care information, educational information and any special needs to the extent known. See related information for additional details also see separate policy, [2.13 Confidentiality of Records](#).

At the time of placement, DCS will provide the daytime phone number(s) of the assigned Family Case Manager (FCM) and the emergency/after-hours phone number for the local DCS office to:

1. The resource family, and
2. The child, if appropriate, based upon the child's age and developmental status.

#### Code References

N/A

### **PROCEDURE**

Prior to placing the child, the FCM will:

1. Contact the resource family to confirm the placement.
2. Conduct the required criminal history background checks, if the placement is in the home of an unlicensed relative. See separate policies, [8.6 Conducting Background Checks for Unlicensed Placements](#) and [8.7 Evaluation of Background Checks for Unlicensed Placements](#).

Upon arriving at the placement location, the FCM will:

1. Introduce the child to the resource family, and inform the child when the FCM will return for a visit.
2. Confirm or clarify any information previously shared with the child and the resource family.
3. Advise the resource family to immediately decontaminate the child, if the child was removed from a meth lab and was not decontaminated prior to arriving at the placement location. See separate document, [Indiana Drug Endangered Children Decontamination Protocol](#).
4. Provide the resource family with the following:
  - a. Full and accurate medical information (e.g., current conditions, history, a list of any medications the child is currently taking, and prescription information); medical passport and medical authorization card; Medicaid number and any other insurance cards the child may have. See separate policy, [8.29 Routine Health Care](#).
  - b. Any clothing and personal belongings that the child brought with him/her and/or information regarding securing emergency clothing for the child. See separate policy, [8.19 Clothing and Personal Items](#).

- c. Any relevant school information, if the child is attending school (e.g., name of the school, child's grade level, name of the teacher). See separate policies, [8.22 School Transfers](#), and [8.20 Educational Services](#).
  - d. The daytime contact number(s) for the FCM and the emergency/after-hours phone number for the local DCS office.
  - e. Notification of any scheduled court hearings and/or Child and Family Team (CFT) meetings. See separate policy, [5.7 Family Team Meetings](#).
  - f. A copy of the Substitute Caregiver Agreement.
5. Provide the resource family with a copy of each of the policies below, review the policies with the resource family and answer any questions, and obtain signatures on the Acknowledgement of Out-of-Home Policies form.

[8.12 Developing the Visitation Plan](#)  
[8.13 Implementing the Visitation Plan](#)  
[8.17 Respite for Resource Families](#)  
[8.18 Discipline\\*](#)  
[8.19 Clothing and Personal Items](#)  
[8.20 Educational Services](#)  
[8.21 Special Education Services](#)  
[8.22 School Transfers](#)  
[8.23 Extracurricular Activities](#)  
[8.25 Health Care Services Overview](#)

[8.26 Authorization for Health Care\\*](#)  
[8.27 Health Records - Medical Passport](#)  
[8.28 Payment for Health Services\\*](#)  
[8.29 Routine Health Care](#)  
[8.30 Psychotropic Medication](#)  
[8.31 HIV-AIDS](#)  
[8.32 Substance Abuse](#)  
[Tool 8.B: Separation and Loss](#)  
[Tool 8.C: Corrective Action](#)

6. \*Obtain resource family signatures on the individual Acknowledgement of Policy forms for the individual policies: [8.18 Discipline](#), [8.26 Authorization for Health Care](#), and [8.28 Payment for Health Services](#). These signed policies will be placed in the child's case file by the FCM.
7. Prepare a report for the court that includes the child's current placement information.
8. Ensure that a plan for visitation between the child and his/her sibling(s) (if placed separately) is developed within five (5) days of removal. See separate policy, [8.12 Developing the Visitation Plan](#).

## PRACTICE GUIDANCE

N/A

## FORMS AND TOOLS

- 1.. Acknowledgment of Out-of-Home Policies
2. Substitute Caregiver Agreement (SF 47344)

## RELATED INFORMATION

N/A